

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory and administrative positions, the primary duties of which are overseeing the activities and personnel on an assigned shift. An employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. The Assistant Fire Chief is responsible for the production and maintenance of records of shift activities, for overseeing the care and maintenance of assigned equipment and vehicles, and for assisting in public relations and public fire education duties, in addition to assuming command at the scene of a fire or other emergency and directing operations until relieved by the Fire Chief. Employees of this class work with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on an assigned shift. Assists the Fire Chief in planning and organizing operations of the department, and assumes the duties of the Fire Chief in the Chief's absence. Conducts inspections of department operations, evaluates their effectiveness, and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards. Recommends changes in departmental operations that will help the city improve ISO ratings.

Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future problems. Works with boards and agencies whose rules or operations affect the fire department. Negotiates with firefighter's labor unions.

Assists in the preparation of the departmental operating budget by helping compile and organize the data needed to prepare the budget.

Assists in making decisions concerning the format of departmental records and reports. Provides for the maintenance and supervises the preparation of records by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining records. Prepares LFIRS

reports. Compiles data needed and writes reports required to document department activity.

Serves as department representative at meetings of local civic and governmental groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service. Gives talks and demonstrations on fire department work to schools and civic groups.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Provides for on-the-job training for new employees.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. Acts as part of the fire attack team. Oversees safety procedures. Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Collects information for pre-fire planning. Assists in investigating fires to determine the cause, origin, and circumstances of each fire. Provides for security of the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance, and inspects following repairs to insure that these were correctly performed.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the

position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least three (3) years immediately preceding application to board.

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| PI | 06-22-65 |
| Rev | 10-25-65 |
| | 03-13-72 |
| | 02-22-77 |
| | 09-11-80 |
| | 05-28-85 |
| | 01-22-91 |
| | 12-03-91 |
| | 03-07-95 |
| | 09-16-03 |
| | 07-18-05 |